

6-18-76

GENERAL FOREMAN DUTIES AND RESPONSABILITIES

REPORTING DIRECTLY TO STEVE FAY

1. INSURE SHOP IS MAINTAINED IN A NEAT AND ORDERLY CONDITION
2. ADVISE STEVE OF GENERAL SHOP TOOL AND SUPPLY REQUIREMENTS
3. RESPONSIBLE FOR MACHINE SET UPS
4. TECHNICAL INSTRUCTIONS TO MACHINE OPERATORS AND MACHINIST TRAINEES
5. FIRST ARTICLE AND IN PROCESS INSPECTION
6. MACHINE LOADING
7. MACHINE WORK FOR TOOLING AND SHOP AIDS